

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Deputy Fire Marshal****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Organizes, directs and coordinates fire code enforcement and public fire education activities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Administers the inspection program by interpreting the inspection aspect of the fire code, analyzing reports to maintain quantity and quality of inspections, attending meetings with other officials, answering citizen and business questions, and performing political sensitive inspections and enforcement.
2	L	Attends to fire prevention activities by ensuring private alarms are dispatched quickly, reviewing floor and site plans to ensure proper placement of fire extinguishing equipment and fire hydrants, assisting contractors bidding on government contracts, writing press releases, giving media interviews, and serving as representative to special events.
3	M	Manages the unit by overseeing staff, attending meetings, issuing permits for hazardous activities within the city, composing reports, assigning tasks, conducting performance evaluations, may perform emergency operations as assigned.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two (2) years combined experience as an Assistant Fire Marshal, Fire Lieutenant or Fire Paramedic Lieutenant.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Inspector II, Fire Officer II (must achieve and maintain within one (1) year of promotion to the rank of Deputy Fire Marshal), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read technical journals and standards and fire and building codes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate fire flow.
Writing	Work requires the ability to write various letters.
Managerial	Managerial responsibilities include evaluating programs and allocating staff and resources.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Property inspections
Sitting	F	Computer, desk work
Walking	F	Property inspections
Lifting	O	Office supplies, audiovisual equipment
Carrying	O	Office supplies, audiovisual equipment
Pushing/Pulling	O	Debris, doors
Reaching	O	Property inspections
Handling	O	Debris, office supplies, audiovisual equipment
Fine Dexterity	O	Computer keyboard, telephone keypad, radio, calculator
Kneeling	O	Property inspections
Crouching	O	Property inspections
Crawling	O	Property inspections
Bending	O	Property inspections
Twisting	N	
Climbing	O	Fire escapes, stairs
Balancing	O	Fire escapes, stairs
Vision	C	Computer, desk work
Hearing	C	Firefighters, citizens, architects, engineers
Talking	F	Firefighters, citizens, architects, engineers
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculator, engineers rule, vehicle, radio, pager, computer, telephone, laser or inkjet printer, Standard Microsoft Windows and Office software, Firehouse software, NFC standard, NFPS sops

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	M
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	W	Fumes and Odors	M
Explosives	S	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	S
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)